Project Execution & Control - PROC3000 CELRD

Scope

This process covers how to update and distribute information about scope, schedule, cost, risks, and quality of a project. Quality includes the "plan-do-check-act" Response: Accepted cycle.

Policy

ER 5-1-11, U. S. Army Corps of Engineers Business Process
[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

Responsibility

The Project Manager (PM) is responsible for ensuring that the Project Delivery Team (PDT) maintains current project data in P2, and ensuring the project is scheduled in P3e.

The Project Delivery Team (PDT) is responsible for updating and progressing the activities they are responsible for in the PMP in P3e which will allow measuring the performance against the defined expectations, quality requirements, responsiveness to change, and coordination of their respective products and services with other PDT members.

Distribution

Project Delivery Team (PDT)[*]

Project Manager (PM)[*]

Ownership

The BP/P2 Configuration Manager Board is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

Acronyms and Glossary – REF8000[REF8000]

Activity/Project/Program Closeout – PROC4000[PROC4000]

Change Management – PROC3010[PROC3010]

Command Management Review (CMR) – REF8004[REF8004]

Communications Plan – REF8006[REF8006]

Earned Value Management – REF8018[REF8018]

PMP/PgMP Approval – PROC2070[PROC2070]

PMP/PgMP Content – REF8005[REF8005]

PMP/PgMP Development – PROC2000[PROC2000]

Quality Management Plan – REF8008[REF8008]

Receipt of Funds – PROC1040[PROC1040]

Resident Management System (RMS) Home Page[http://www.hq.usace.army.mil/cemp/c/rms2.htm]

Safety and Occupational Health Plan – REF8016[REF8016]

Activity Preface

This process is performed after *PMP/PgMP Approval – PROC2070[PROC2070]*. Ideally, this should always be the case, but reality is that project execution will often begin prior to PMP approval. This should be limited to activities that must begin to prevent project delay. Project execution, in accordance with the PMP, will provide the quality measurement as outlined in project goals and expectations, refer to *Quality Management Plan – REF8008[REF8008]*.

Project execution will be managed using earned value principles. Refer to *Earned Value Management – REF8018[REF8018].*

Before execution can begin, adequate funds must be available. If adequate funds are not available, the first step will be to request funds. Once funds are received, they will be made available for use by executing *Receipt of Funds – PROC1040[PROC1040]*.

The Project Manager will request the PDT to progress activities. The PDT will update and progress their respective activities in P3e as needed. Projects under construction will be updated and progressed via RMS (see *RMS Home Page[http://www.hq.usace.army.mil/cemp/c/rms2.htm]* for more info on this system). Upon completion of updating and progressing, the PDT will notify the PM that updates are complete, as outlined in *Communications Plan – REF8006[REF8006]*. Reports provide the type of information and the level of detail required by various stakeholders, as documented in the Communications Plan in the PMP. The PM will ensure the project is scheduled in P3e (this is the step in P3e of incorporating updates and reflecting current conditions). Response: Accepted

The PM will generate necessary reports, and compare the latest update with the previous update and baseline.   The PDT will evaluate whether changes to the PMP are required and compare project status to established thresholds. If there are changes, they will be addressed by executing *Change Management – PROC3010[PROC3010]*.

At the completion of any activity in P3e, execute *Activity/Project/Program Closeout – PROC4000[PROC4000]*.

Repeat all the steps in the process until ALL activities are complete.

Project Manager (PM)

1.   Verify that adequate funds are available to begin/continue execution, and progress project.

If adequate funds are available, goto task #3. Otherwise, goto task #2

2.   Request funds.

3.   Determine if additional funds have been received.

Even if adequate funds are available for immediate needs, additional funds may still be provided to proceed forward without being formally requested.

If additional funds have been received, stop and complete *Receipt of Funds – PROC1040[PROC1040].* **Otherwise, goto task #4.**

4.   Request PDT progress project activities.

Project Delivery Team (PDT)

5.   Review project activities to determine the need for progressing and updating schedule or funding.

Performance against the project baseline must be continuously monitored so that corrective actions can be taken based on actual performance against the project plan, using earned value principles. Refer to *Earned Value Management – REF8018[REF8018].*

Review PMP, including change management, safety, communications, quality, risk, acquisition, and closeout. The PMP will be the continuing vehicle for measuring the quality of a project. Evaluation of quality objectives within the PMP is a continuous activity during project execution.

If updating and progressing is required, goto task #6. Otherwise, goto task #7.

6.   Progress and update project activities in P3e including any known issues.

If issues are added to the activities, an e-mail notification can be sent to the appropriate party if required via P3e.

A project under construction is updated and progressed via RMS (see *RMS Home Page[http://www.hq.usace.army.mil/cemp/c/rms2.htm]* for more info on this system).

7.   Notify Project Manager in accordance with *Communications Plan – REF8006[REF8006]* that funding and activities have been reviewed.

Project Manager (PM)

8.   Schedule the project in P3e.

9.   Generate reports and compare updated project to previous update and baseline.

Activity Issues Log, Earned Value report, Line Item review report, CMR report, etc.

Project Delivery Team (PDT)
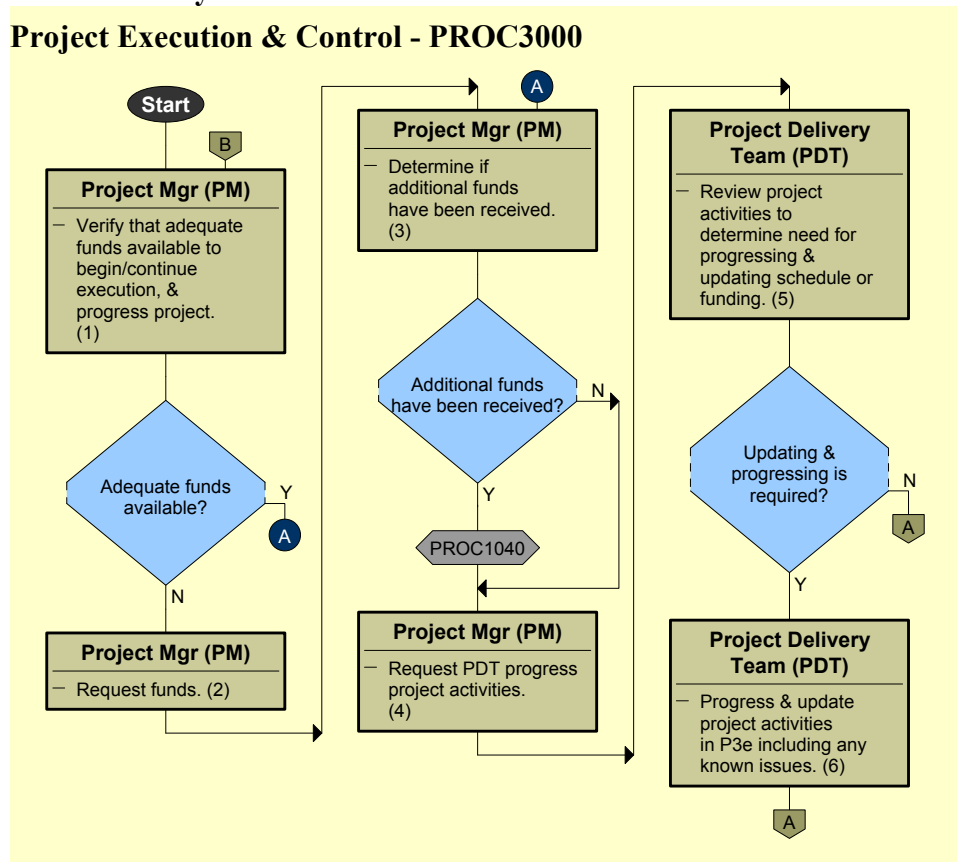
10.   Determine if changes need to be made.

If changes need to be made, stop and complete *Change Management – PROC3010[PROC3010]*. **Otherwise, goto task #11.**

11. Continue to execute the PMP.

If any activity complete, End of activity; goto *Activity/Project/Program Closeout Process – PROC4000[PROC4000]*. **Otherwise, goto task #1.**

End of activity.

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Project Delivery Team (PDT)

– Notify Project Mgr in accordance with Communications Plan – REF8006[REF8006] that funding & activities have been reviewed. (7)

Project Mgr (PM)

– Schedule project in P3e. (8)
– Generate reports & compare updated project to previous update & baseline. (9)

Project Delivery Team (PDT)

– Determine if changes need to be made. (10)

Changes need to be made? N

Y

PROC3010

Project Delivery Team (PDT)

– Continue to execute PMP. (11)

Any activity complete? N → B

Y

End

PROC4000